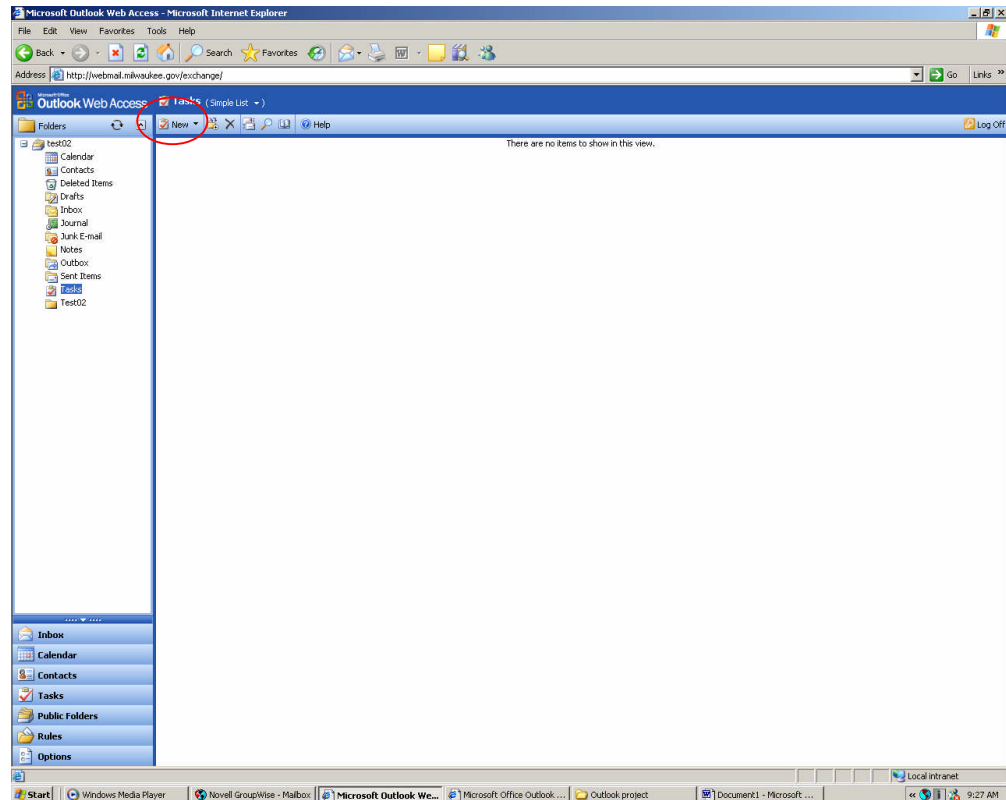
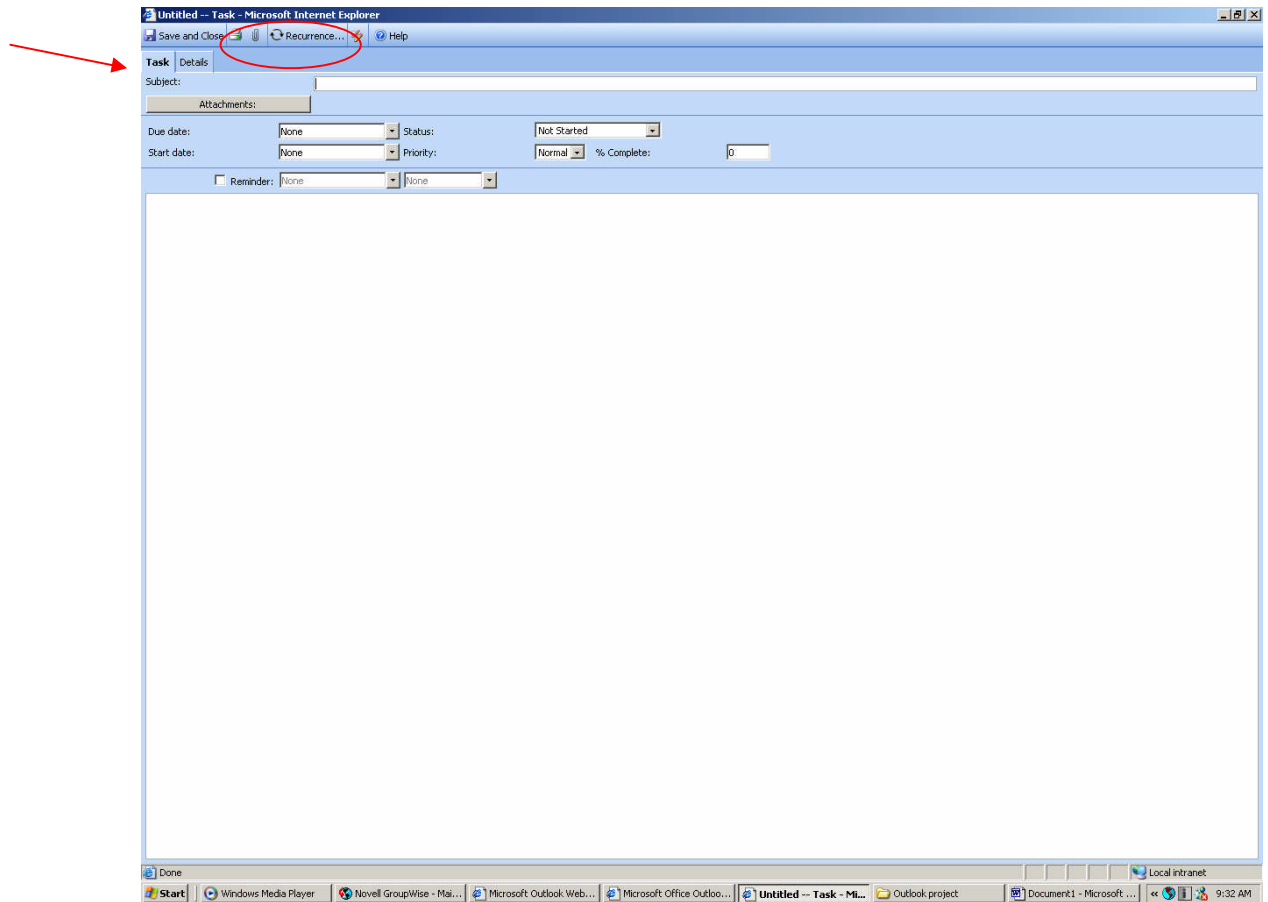


How to Create a Task

1. In **Tasks**, on the toolbar, click **New**.



2. On the **Task** tab, type a task name in the **Subject** box.



3. Select the appropriate options for the task.
4. Click **Recurrence** to make the task recur. In the **Recurrence pattern** dialog box, set the recurrence pattern for the task, and then click **OK**.
5. Click **Save and Close**